ADMINISTRATION NOTIFICATION of OPERATIONAL ISSUES

242.1 PURPOSE AND SCOPE

This policy provides guidance to jail supervisors for operational issues that would cause administration notification.

242.2 POLICY

The Thurston County Sheriff's Office Corrections Bureau will define a process by which the On Duty Supervisor (ODS) will contact designated Administrative members for the purpose of communicating pertinent information, for the good of the facility and all members, inmates, and community.

242.3 NOTIFICATIONS

The ODS will notify the Corrections Operations Captain or Corrections Support Services Captain as soon as possible regarding any of the following types of incidents that may impact public safety, result in serious injury or death, or potential media response. In the event the Corrections Operations Captain or Corrections Support Services Captain cannot be reached, the ODS will notify the Chief Deputy of Corrections directly.

a. Staff assaults or injuries
b. An arrest of a Thurston County Sheriff's Office (TCSO) member(s)
c. Inmate death or suicide
d. Serious inmate assaults or injuries
e. Inmate escapes, walk-away, or any significant breach of security
f. Inmate uprising or riot
g. An accident involving a Corrections Bureau vehicle
h. Incorrect release of an inmate
I. Hospital admission of an inmate and related staffing issues
j. Significant complaints filed by the public, police, or public officials
k. Facility fire
l. Facility flooding, leaking, or sewer blockage that affect operations
m. Power outages and extended computer outages that affect operations
n. Facility damages that affect operations
o. Any other incident that the On-Duty Supervisor (ODS) deems appropriate for notification

When the ODS notifies the Captain(s) of one of these events, the Captain will make the determination on whether to contact the Chief Deputy of Corrections.

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